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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Records Inventory - FY 1986

FROM: [redacted] STAT

RMO/OMS
1D4040 Hdqs.

EXTENSION | NO.

DATE 8 December 1986 STAT

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Management Branch, IRMD 1236 Ames Building				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 1-79 610 USE PREVIOUS EDITIONS

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD

FROM: *(Directorate and Office)* DDA/OMS

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	2377	2291	86
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1314	1258	56
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	208	182	26
d.	Other *(Describe)*			
	TOTAL LINEAR FEET OF OFFICE FILES	3899	3731	168
II.	CARD-SIZE FILES:			
a.	3x5 Cards	98	128	30
b.	5x8 Cards	15	43	28
c.	Punch Cards	37	40	3
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche	41	32	9
g.	Other *(Describe)*			
	TOTAL LINEAR FEET—CARD-SIZE FILES	191	201	10

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	*374		
b.	Audio Tapes		454	80
c.	Video Tapes	275	722	447
d.	Disc Packs			
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	2	28	26
h.	Magnetic Diskettes 8"	2	39	37
i.	Paper Tapes			
j.	Other *(Describe)* Computer Disc		40	
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels		7	
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film	84	37	47
e.	Other *(Describe)*			

Comments:
Under magnetic records computer tapes for last year should of been entered under audio tapes.

Date: 5 December 1986

STAT

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White copy - OIS/IRMD Yellow copy - Directorate/RMO Pink copy - Component/RMO

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